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Approved For Release 2003/02/27 : CIA-RDP84-00780R004000080002-0

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Director of Finance
1212 Key Bldg.

EXTENSION

NO.

25X1

DATE

22 October 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EO/DDS

7D24 Hqs.

2.

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There is attached a copy of the questionnaire which we have submitted to the General Services Administration in response to the request in Mr. Kunzig's letter of 13 October 1971 to Mr. Helms. No reply was considered necessary in view of the instructions on the letter and bottom of the questionnaire.

25X1

L. E. Bush

GENERAL SERVICES ADMINISTRATION
TRAVEL AND TRANSPORTATION REGULATIONS QUESTIONNAIRE
Approved For Release 2003/02/27 : CIA-RDP84-00780R004000080002-0

Agency Central Intelligence

Agency office or activity in the Washington Metropolitan area responsible for implementation of regulations promulgated in Office of Management and Budget Circulars *No. A-7, A-56, and A-92. Office of Finance

What are the functions performed in this activity or office that are directly related to the regulations?

1. Promulgation of Agency regulations in these subject matter areas.
2. Interpretation of regulations.
3. Audit and certification of claims under these regulations.

What assistance can the Transportation and Communications Service of GSA provide toward the accomplishment of those functions? Interpretation of regulations as may be requested.

Employee who may be contacted by the Transportation and Communications Service of GSA with regard to matters concerning the regulations.

Name: Title: Chief, Policy and Planning Staff/OF Phone

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- *OMB Circular A-7, The Standardized Government Travel Regulations.
- OMB Circular A-56, Employee Relocation Allowance Regulations.
- OMB Circular A-92, Allowances when death occurs while an employee is away from home on official business.

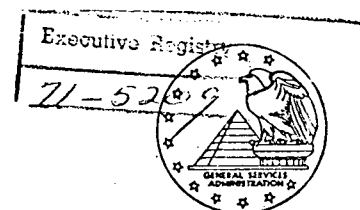
PLEASE COMPLETE THIS QUESTIONNAIRE WITHIN 30 DAYS AND RETURN TO:

The General Services Administration
Transportation and Communications Service
Washington, DC 20405

ATTN: TTTA

Approved For Release 2003/02/27 : CIA-RDP84-00780R004000080002-0

UNITED STATES OF AMERICA
GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405



October 13, 1971

Honorable Richard Helms
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Mr. Helms:

Effective October 21, 1971, pursuant to Executive Order 11609, dated July 22, 1971, the Administrator, General Services Administration will assume the responsibility for prescribing regulations presently promulgated in the following Office of Management and Budget Circulars:

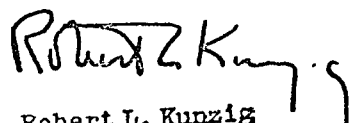
- Circular No. A-7, The Standardized Government Travel Regulations.
- Circular No. A-56, Employee Relocation Allowance Regulations.
- Circular No. A-92, Allowances when death occurs while an employee is away from home on official business.

The functions associated with the responsibility for prescribing and promulgating these regulations have been assigned to the Transportation and Communications Service, located in the Thomas Circle South Building, 1121 Vermont Avenue, NW, Washington, DC 20005. Inquiries with regard to the regulations should be made to the Passenger and Personal Effects Division, phone 254-5207, 254-5345, or 254-5223.

In order that we may become acquainted with employees in the government agencies presently engaged in implementing these regulations and gain some insight into their duties and responsibilities with respect to these regulations we request that the attached questionnaire be completed and returned to the General Services Administration, Transportation and Communications Service, Washington, DC 20405, within thirty days of the date of this letter.

In addition to providing us with the names of employees and activities directly involved with the regulations, the information gained from the questionnaire will help us in determining the range and type of assistance we may be expected to provide to the agencies in connection with these regulations.

Sincerely,


Robert L. Kunzig
Administrator

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP				DD / S	
				FILE <i>OFM-1</i>	
TO	NAME AND ADDRESS	DATE	INITIALS		
1	<i>Director of Finance</i>				
2					
3					
4					
5					
6					
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY	<input type="checkbox"/>	
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH	<input type="checkbox"/>	
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE	<input type="checkbox"/>	
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	
Remarks: <i>I believe this should be your for action. Unless you anticipate a problem or have some reservation about doing so, please answer directly to GSA and forward a copy of your response to DD/S.</i> <i>Thanks -</i>					
		E TO RETURN TO SENDER			
		ADDRESS AND PHONE NO.		DATE	
		<i>ED-DDS</i>		<i>10-20-71</i>	
		CONFIDENTIAL		SECRET	

FORM NO. 237 Use previous editions

(40)

DD/S Distribution:

Orig - D/Fin w/orig of att (DD/S 71-4002)

X - DD/S subject w/cy of att

DD/S 71-4002: Ltr dtd 13 Oct 71 to DCI fm Mr. Kunzig/GSA, subj: Effective 21 Oct 71 GSA will assume responsibility for regs contained in OMB Circulars A-7, A-56, A-92

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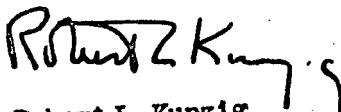
- Circular No. A-7, The Standardized Government Travel Regulations.
- Circular No. A-56, Employee Relocation Allowance Regulations.
- Circular No. A-92, Allowances when death occurs while an employee is away from home on official business.

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Administrator

GENERAL SERVICES ADMINISTRATION
TRAVEL AND TRANSPORTATION REGULATIONS QUESTIONNAIRE

Agency _____
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Name: _____ Title: _____ Phone: _____

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OMB Circular A-56, Employee Relocation Allowance Regulations.

OMB Circular A-92, Allowances when death occurs while an employee is away from home on official business.

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